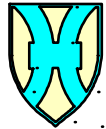# 1ST PERSONNEL COMMAND
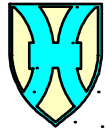
1PC
ASSISTANCE TEAM

1ST PERSONNEL COMMAND

*e*Milpo

Reassignment

Evaluations

Promotions

Sponsorship Gateway (S-GATE)

*e*MILPO

- ➤ Overview.

- ➤ AHRS and *e*MILPO Update.

- ➤ AHRS ENTERPRISE DATASTORE UPDATE.

- ➤ SUPERSERVER VS *e*MILPO.
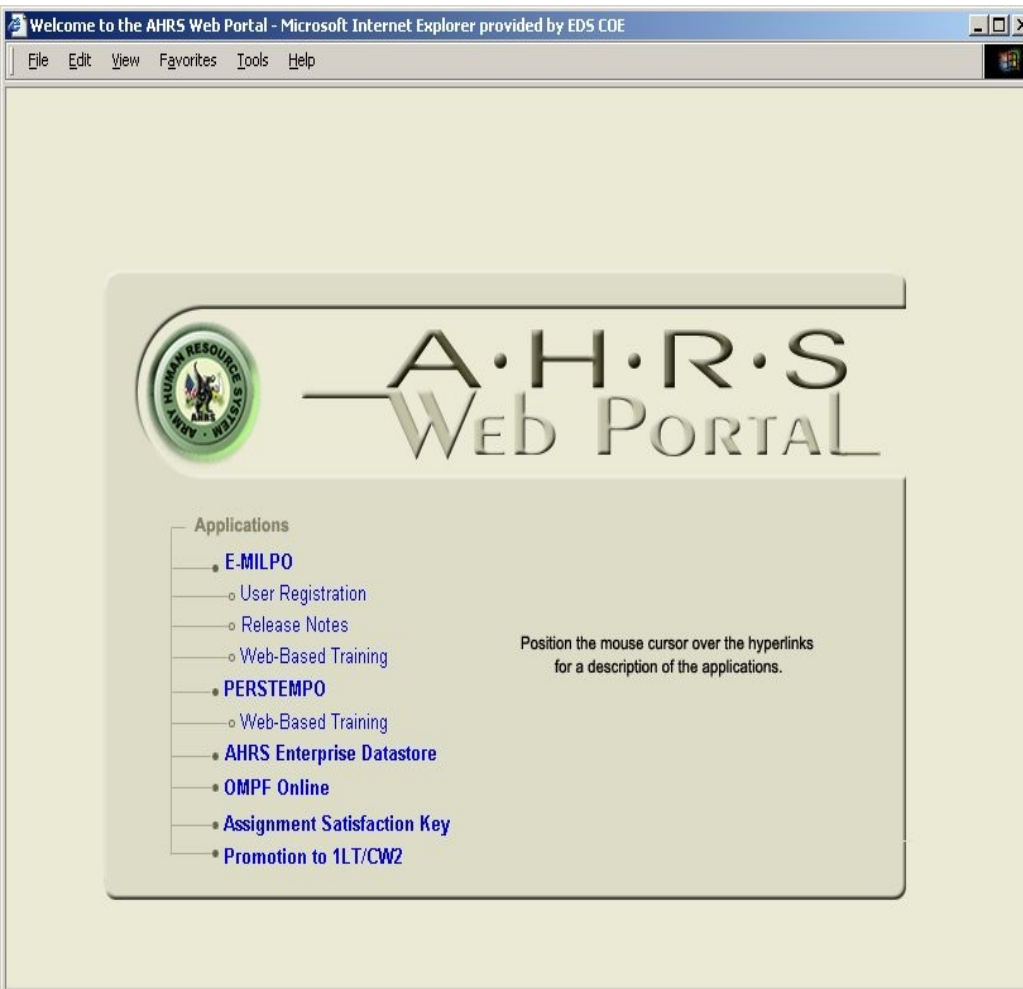
AHRS *e*MILPO UPDATE

OVERVIEW

➢ **eMILPO will be the Army's primary system for tracking field level personnel data.**

➢ **eMILPO supports the following features:**
  – **Personnel Services (Emergency Notification, Personal data, Services Dates, etc.)**
  – **Personnel Accounting (Arrival, Attachment, Slotting, etc.)**
  – **Reassignments (HQDA Reassignments, Schedule Briefing, etc.)**
  – **Promotions (Enlisted Reduction, Lateral Appointments, Restore/Revoke Previous Rank, etc.)**
  – **Readiness (PAVR/USR, HRAR/UMR).**

➢ **eMILPO consolidates Army field level personnel data in**

AHRS *e*MILPO UPDATE

- **Web enabled.**
- **Accessible Worldwide.**
- **Single Web Portal for Personnelist.**
- **Authenticate via AKO.**

1ST PERSONNEL COMMAND

AHRS *e*MILPO UPDATE

E-MILPO Main Menu

Help   Exit

Please select an option to proceed. ⊞ denotes an expandable menu.   Last Successful Logon: 20030430@15:05

Personnel Services

Emergency Notification
Personal ⊞
Service/Miscellaneous Dates
Military Spouse (MACP)
Family Member
Suspension of Favorable Personnel Actions
Individual Awards
Servicemen's Group Life Insurance
Education ⊞
Lost Time
Field Determined Security Status
Citizenship ⊞
Professional Certification
GI Bill
Assignment Considerations
Tests ⊞
Military Occupational Specialty
Readiness

Personnel Accounting

Arrival ⊞
Attachment ⊞
Slotting
Duty Status
Assignment History
Reserve Component Accounting ⊞
DFR/DF
Transition/Los

Soldier Mobilization
Soldier Demobilization
Unit Mobilization
Unit Demobilization
RC Transition to Active Duty
Attach RC Soldier

Reassignments

Schedule Briefing
Briefing Attendance
HQDA Reassignments

Promotions

Enlisted Reduction
Lateral Appointment
Promotion
Deny Promotion
Special Category Promotion
Restore/Revoke Previous Rank
Correct Date Of Rank
Rank History
Enlisted Advancement Report (AAA-117)
Enlisted Promotion Report (AAA-294)

Readiness

Personnel Asset Visibility Report (USR)
Human Resource Authorizations Report (UMR)

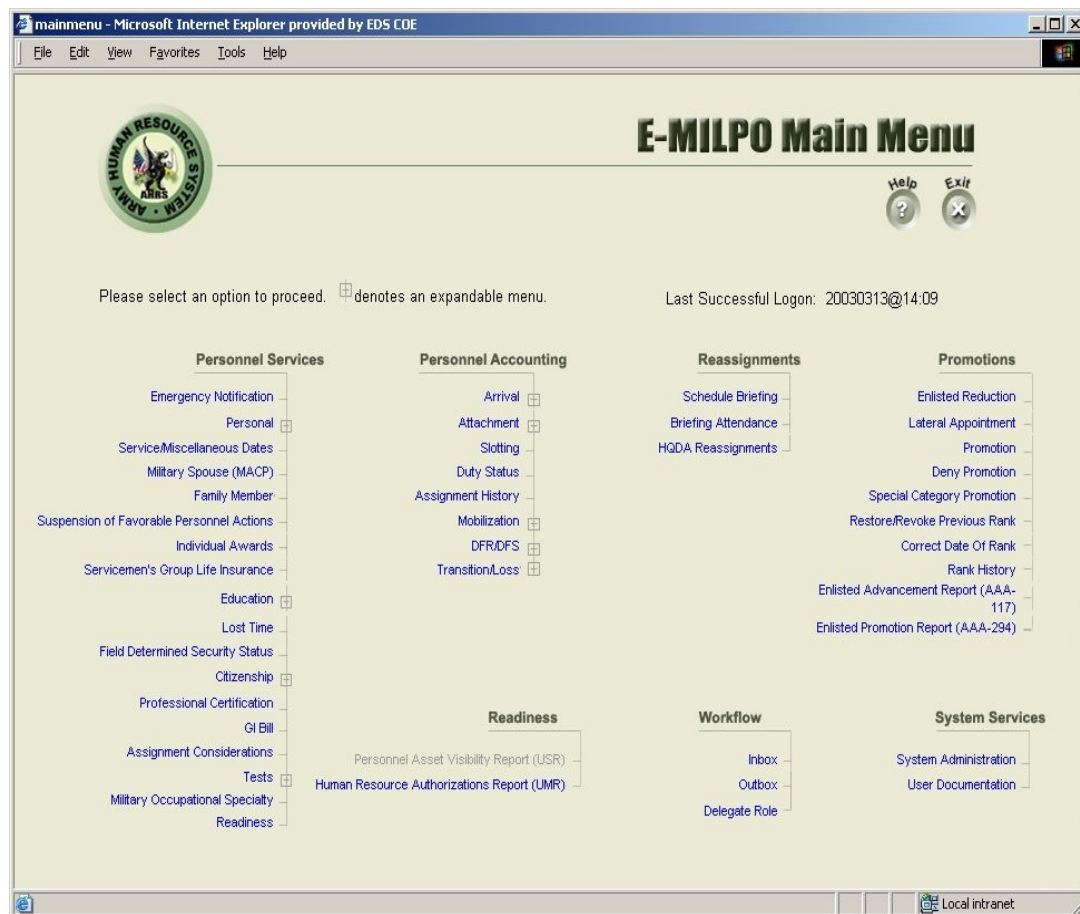**Workflow**

Inbox
Outbox
Delegate Role

System Services

System Administration
User Documentation

1ST PERSONNEL COMMAND

AHRS *e*MILPO UPDATE

- Intuitive; Easy to use.
- Role and responsibility define access and permissions.
- Transactions transparent to the user.
- Dramatic improvement in data accuracy.
- Integrated Workflow.
- Automatic Departures.
- Sign of Life Arrivals.

1ST PERSONNEL COMMAND

File Edit View Favorites Tools Help

Back → Search Favorites History

Address https://datastoretest.ahrs.army.mil/datastore/

Google Search Web Search Site News Page Info Up Highlight

AHRS Enterprise Datastore

ATTENTION !!!

Only users that have accounts registered with both
AKO and AHRS Enterprise Datastore are
allowed access to this application.

Access Datastore

Minimum System Requirements   Web-Based Training

Internet

1ST PERSONNEL COMMAND

AHRS ENTERPRISE DATASTORE UPD

- Provides a repository for users offering an effective, yet separate architecture for running reports and queries against EMILPO and PERSTEMPO databases.

- Implementing a separate architecture facilitates the use of software separate from the application, specifically designed for database research.

- Improves application performance and reporting capability by moving reporting and query capabilities from the application to the Enterprise Datastore.

- Provides regular reports plus access to a variety of "cubes" that contain a wide range of personnel

SUPERSERVER VS eMILPO

Superserver	***e*MILPO**
• **43 Servers Army Wide**	**1 Server for Entire Army**
• **Processing by Each PPA**	**Processing by FSD**
• **Tarantella Web Front**	**AKO Web Front**
• **Transactions Limited to PPA Limitations**	**No**
• **Queries Within System**	**Separate Query System**
• **Departures Created by User**	**Automatic**

Enlisted Record Brief (ERB)

ERB_SGM_Seimer_POPULATED.doc - Microsoft Word

File   Edit   View   Insert   Format   Tools   Table   Window   Help

75%   Times New Roman   8   B   I   U

DOE.JANE@us.army.mil

ENLISTED RECORD BRIEF

ERB DATE	NAME			SSM		DOR	PMOS	COMPONENT	
20021119	DOE JANE			000000000		19570201	75H	RA	mypay.dfas.mil usapa.mil/ncode eec.army.mil/personnel data snapshot

usapa.mil/ncoer_counseling   www.armyeducation.mil/accs

| SECTION I · ASSIGNMENT DATA | SECTION II · SERVICE DATA | SECTION III · EDUCATION | SECTION IV · PERSONAL/FAMILY DATA |

DA PHOTO

Page 1   Sec 1   At   Ln   Col   REC TRK EXT OVR

Start   Inbo...   Virus...   E:\Pu...   STAT...   EMILPO   ERB_...   Address   10:20 AM
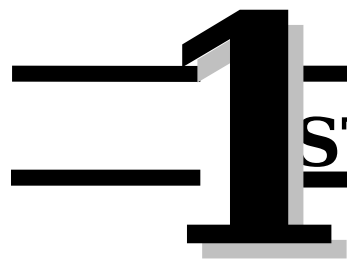
REASSIGNMENT

➢ **Reassignment Functions at the Personnel Detachment Level**

➢ **BN S1 Functions**

➢ **Soldier Notification.**

➢ **Deletions and Deferments.**

➢ **Reassignment Briefing.**

➢ **Additional Service Remaining Requirements.**

REFERENCES:

- ➢ **AR 600-8-11, Reassignments.**

- ➢ **AR 614-30, Overseas Service.**

- ➢ **AR 55-46, Travel Overseas.**

- ➢ **USAREUR 55-46, Travel Overseas.**

- ➢ **AR 600-8-105, Military Orders.**

- ➢ **AR 601-280, Army Retention Program.**

- ➢ **MILPER Memorandum 95-1& 02-102.**

Reassignment Functions at the Personnel Detachment Level

1. **Within 30 days of the EDAS cycle date the following will be accomplished:**

➢ Complete part I of the DA Form 5118-R (Reassignment Status and Election Statement).

➢ Forward DA Form 5118-R to the BN S1 for completion of part II, III, and IV.

➢ Notify the BNSI of the soldier on assignment instruction.

➢ Determine soldier's eligibility .

➢ Conduct orientations and briefings.

➢ Initiate Deletions and Deferments.

1ST PERSONNEL COMMAND

BNS1 Functions

➢ Notifies the unit commander of those soldiers on assignment Instructions (AI).

➢ Screen the soldier's AI to identify disqualification factors.

➢ Notify the soldier and the unit commander of requirements to acquire additional service.

➢ Complete parts II, III, and IV of DA Form 5118-R.

➢ Review the DA Form 5118-R for accuracy/completeness.

➢ Return the DA Form 5118-R to the reassignments center within 3 days of receipt.

Soldier Notification

➢ **Steps taken to notify soldiers of Assignment Instructions:**

a. The Personnel Reassignment section will notify the BNS1 within 7 days of EDAS cap cycle.

b. The BNS1 notifies the unit commander of those soldiers on assignment Instructions (AI).

c.   The unit commander or 1SG will notify the soldier of assignment instructions.

d. Schedule and notify the soldier of the reassignment briefing. This action needs to be completed within 30 days of the cap cycle date.

Deletions and Deferments

➢ **Processing of Deletion and Deferment requests:**

1. Request for Deletions and Deferments are initiated by the soldier using a DA Form 4187 and forwards to the BNS1.

   a) Must be submitted within 60 days of the EDAS cap cycle date.

   b) Deletion and Deferment will be submitted within 72 hours if the incident occurs   after 60 days of the EDAS cap cycle date.

   c) Forward DA Form 4187 to the Personnel Detachment with supporting documentation.

   d) BNS1 will recommend approval or disapproval to the PSC commander.

   e) The Personnel Services commander has the authority to approve or disapprove all deletion/deferment requests.

   f) If approved, forward request back to the PD, if disapproved inform unit of reason.

Sixty-Day Option (7) (overseas short
tour only of 14 months or less)
· Senior Rater Option (8)

Reassignment Briefing

➢   During the Reassignment Briefing the following will occur:

1. The soldier is briefed on agencies in the community that need to be cleared.

2. After the reassignment briefing is done, a face to face interview with the soldier is conducted.

    a) Soldiers are notified of and special requirements to PCS.

    b) Soldier's PCS options.

    b) Special Instructions are explained to soldiers (if applicable).

    c) Parts III and IV of DA Form 5118-R can be completed at the interview if not done already by the BNS1.

The reassignment brief should be held before the Interview to

Additional Service Remaining Requirements

➢ The personnel reassignments section will annotate on DA Form 5118-R/Section C if any additional service is required to complete the tour:

   1. The soldier must reenlist or extend within 30 calendar days of the EDAS cycle date in order to comply with assignment instructions.

   2. The BNS1 notifies the unit commander of any additional service requirements the soldier will need to meet his/her tour.

   3. The BNS1 annotates the soldiers decision on DA Form 5118-R/Section C and will forward the form back to the personnel reassignments section.

   4. The soldier will extend to meet any additional service requirements or decline it.

     a) If the soldier desires to extend or reenlist, the BNS1 will direct the Retention and Transition Work Center to prepare DA Form 3340-R (Request for Regular Army Reenlistment or Extension) in order to meet the tour.

Noncomissioned Officer Evaluation Report

NCOER

➢ **Rating Schemes.**

➢ **New Requirements of the DA Form 2166-8.**

➢ **Type of Reports.**

➢ **NCOER Preparation.**

➢ **Points of Contact.**

Noncomissioned Officer Evaluation Reporting System

References:

➢ **AR 623-205, Noncommisioned Officer Evaluation Reporting System (Dtd: 15 May 02.)**

➢ **DA PAM 611-21, Military Ocuppational Classification and Structure.**

➢ **MILPER MESSAGE #02-114.**

➢ **MILPER MESSAGE #02-122.**

1ST PERSONNEL COMMAND

RATING SCHEME

➤ The Rating Scheme lists the rating officials for each NCO that is assigned or attached to a unit.

➤ Rating Scheme will consist of the Rater, the Senior Rater, and the Reviewer.

➤ The rating chain qualifications are as follow:

Rating Official Requirement	Minimum Time	Rank
Rater	90 rated days	SGT+ & senior to rated NCO
SR	60 rated days	Senior to rater; Civilian employee GS6+
Reviewer	No minimum	Commissioned, WO, SGM or CSM and senior to SR; must be in supervisory chain. Officers of other US military and Civilian GS-9+.

RATING SCHEME (cont'd)

➢ The rating schemes must correctly contain at a minimum, the following fields:

   a. **Rated Soldier**:

   1. Full Name.
   2. Social Security Number (SSN).
   3. Date of Rank (DOR).
   4. Last "THRU" date.

   5. Type of Last Report.

➢   b. **Rater:**

   1. Rater's Rank and full name.
   2. Effective date of becoming the soldier's rater.
   3. Rater's DEROS.

   c. **Senior Rater:**

   1. Senior rater's rank and full name.
   2. Effective date of becoming the soldier's senior rater.

1ST PERSONNEL COMMAND

RATING SCHEME (cont'd)

Steps for rating chain development and maintenance

Step	Work center	Action required
1	BNS1	Coordinate with commander, establish by name rating chain for NCOs assigned, attached, TDY, or on special duty to the unit. Identify all rating officials for each rated NCO. Include the date that each rating official was designated.
2	BNS1	Forward draft copy of rating chain to subordinate units for review and edit.
3	UNIT	Review for accuracy of information and provide suggested corrections/changes as necessary.
4	BNS1	In coordination with the commander, prepare final rating chain document.
5	BNS1	Commander authenticates rating chain. Chain is published showing the effective date; copy is provided to each rated NCO and rating official.
6	BNS1	Forward copy of published rating chain to supporting S-1 or administrative office.
7	BNS1	Annotate changes to rating scheme as they occur. Publish authenticated revisions, with effective date, as necessary. Provide copies to each rated NCO, rating official, and the supporting S-1 or administrative office.

New Requirements for the Noncommissioned Officer Evaluation Report

1. Part I : H (Period Covered):

➢ A four-digit year in the "From" and "Thru" dates .

Example: (From: **2001** 12 / Thru: **2002** 11)

NCO EVALUATION REPORT For use of this form, see AR 623-205; the proponent agency is DCSPER							*SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX E.*		
PART I - ADMINISTRATIVE DATA									
a. NAME *(Last, First, Middle Initial)* ELWAY, JOHN D.			b. SSN 222-33-0000		c. RANK SSG		d. DATE OF RANK 010901	e. PMOSC 75H3P00SP	
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 3d Battalion, 19th Infantry, Fort Stewart, GA 31313							g. REASON FOR SUBMISSION 2 ANNUAL		
h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY *(Check one and Date)*		m. PSC Initials	n. CMD CODE	o. PSC CODE
FROM	THRU				1. Given to NCO	*Date*			
YY MM **2001** 12	YY MM **2002** 11	12			2. Forwarded to NCO			J1	EU38

New Requirements for the Noncommissioned Officer Evaluation Report

2. Part IIId (Areas of Special Emphasis):

➢ The e-mail addresses for all three rating officials will be entered in the last line.

Example: Rater: **joe.snuffy@; S/R: joe.rockhead@; Rev:pete.smith@**

➢ The e-mail address for the rated NCO will be entered on the same line as the rated NCO's name on the top back side (page 2) of the NCOER. After the name, move 4 spaces and type the rated NCO's e-mail address.

PART III - DUTY DESCRIPTION (Rater)			
a. PRINCIPAL DUTY TITLE ENTER PRINCIPAL DUTY TITLE			b. DUTY MOSC ENTER DMOS
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars) .			
d. AREAS OF SPECIAL EMPHASIS The purpose of this block is for the rater to communicate to the NCO which events, such as inspections or exercises, etc., that the rated NCO should concentrate his/her efforts. **Enter email addresses for rater, SR, and reviewer here (ex. rater: roy.danger@; s/r:jane.doe@polk.arr**			
e. APPOINTED DUTIES Unit Mail Clerk, Publications NCO, Unit Reenlistment NCO (if an NCO has made a contribution in one or more areas of appointed duties during the rating period, the rater and/or senior rater should comment in Part IV or V.			

f. *Counseling dates from checklist/record*	INITIAL	LATER	LATER	LATER
	011218	020303	020610	020901

New Requirements for the Noncommissioned Officer Evaluation Report

3. Part IV: (Army Values):

➤ Contains a listing of the Army values that define professionalism for the Army NCO: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS (Rater)	Yes	No
a. ARMY VALUES. Check either "YES" or "NO". (Comments are mandatory for "No" entries; optional for "Yes" entries.)		
1. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and other soldiers.	X	
2. DUTY: Fulfills their obligations.	X	
3. RESPECT/EO/EEO: . Treats people as they should be treated.	X	
4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.	X	
5. HONOR: Lives up to all the Army values.	X	
6. INTEGRITY: Does what's right - legally and morally.	X	
7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).	X	

V A L U E S

Loyalty
Duty
Respect
Selfless-Service

Honor
Integrity
Personal Courage

+

Bullet comments
o **rater will address each of the seven values by placing an 'X' (typed, handwritten or by computer) in either the 'YES' or 'NO' box**
o **bullet comments are mandatory for 'NO' ratings and must be specific**
o **bullet comments are optional for 'YES' ratings - but encouraged to address NCO's strongest values**

DA Form 2166-8

ST PERSONNEL COMMAND

TYPE OF REPORTS

Reports by code and type

Report code	Type of reports
1	First (Does not apply to Active Army, see chaps 4 and 5.)
2	Annual
3	Change of Rater
4	Complete the Record
5	Relief for Cause
6	Release from AT/ADT/ADSW/AGR/EAD/TTAD (See chaps 4 and 5 .)
7	60-day Rater Option
8	Senior Rater Option

TYPES OF REPORT

1. Annual Report:

➢ Submitted 12 months after the most recent of the following:

➢ The ending month of the last report.

➢ The effective date of promotion to sergeant.

➢ Reversion to NCO status.

➢ Reentry on active duty as sergeant or above.

2. Change of Rater Report: The minimum rating period is 90 rated days.

➢ Submitted when the rater changes due to:

➢ Rater or rated NCO is reassigned (PCS, ITT, Changing duty position in the unit).

➢ Rater or rated NCO depart on extended TDY or SD.

➢ Rater or rated NCO is released from AD.

➢ Rated NCO is reduced to CPL ↓.

➢ **R**ater dies, is relieved, reduced, AWOL, missing.

TYPES OF REPORT
(cont'd)

3. Complete the Record Report:

➢ Submitted at the rater's option on NCOs who are eligible for consideration by DA centralize boards for:
   1. Promotion & School..
   2. CSM selection.

➢ Mandatory conditions. The rated NCO must:
➢ Be in the zone of consideration.
➢ Have been under the same rater for 90 days as of the ending month established in the
    message for announcing the zones of consideration.
➢ Not have received a report for the same position.

4. Relief for Cause Report:

➢ Used when an NCO is relieved based on personal or professional characteristics.
➢ Reason for relief will be stated on the report.
➢ Rated NCO must be notified.
➢ Minimum rating period is 30 days.
➢ Must enter the bullet, "the rated NCO has been notified of reason for relief" in part IVf.".

Sixty-Day Option (7) (overseas short
tour only of 14 months or less)
· Senior Rater Option (8)

TYPES OF REPORTS
(cont'd)

➢ **Sixty-Day Option:**

➢ Rated NCO must be serving in an overseas designated short tour for a period of 14 months or less.

➢ The senior rater must meet the minimum time-in-position requirements to evaluate (60 rated days) and must approve or disapprove submission of the report.

➢ When the senior rater disapproves the submission of the report, he or she will state the basis for the disapproval and return the report to the rater.

➢ **Senior Rater Option:**

➢ Used when change in senior rater occurs.

➢ Senior rater must have served in that position for at least 60 days.

➢ The rater meets the minimum requirement (90 days) to give a report.

➢ The rated NCO has not received a report in the preceding 90 rated days.

1ST PERSONNEL COMMAND

NCOER PREPARATION

➢ **Part I - Administrative Data:**

1. **From** date is always month '**after**' end date of last report.

2. Validate previous NCOER end dates of NCOERs with the 921 report

(Last NCOER End Date on File at EREC Identified by UIC).)

NCO EVALUATION REPORT For use of this form, see AR 623-205; the proponent agency is DCSPER		SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX E.

PART I - ADMINISTRATIVE DATA					

a. NAME (Last, First, Middle Initial) ELWAY, JOHN D.		b. SSN 222-33-0000	c. RANK SSG	d. DATE OF RANK 010901	e. PMOSC 75H3P00SP

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 3d Battalion, 19th Infantry, Fort Stewart, GA 31313	g. REASON FOR SUBMISSION 2 ANNUAL

h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY (Check one and Date)		m. PSC Initials	n. CMD CODE	o. PSC CODE
FROM	THRU				1. Given to NCO	Date			
YY MM 2001 12	YY MM 2002 11	12			2. Forwarded to NCO			J1	EU38

NCOER PREPARATION

➢ **Part II – Authentication:**

　1. Ensure rating officials are accurate and in accordance with AR 623-205.

　2. Signatures and dates are sequential.

➢ **Part III - Duty Description:**

　1. Verify duty title and description is accurate portrayal of NCO's most significant   duties/responsibilities.

　2. Make counseling a priority, don't fudge dates.

PART III - DUTY DESCRIPTION (Rater)

a. PRINCIPAL DUTY TITLE	b. DUTY MOSC
ENTER PRINCIPAL DUTY TITLE	ENTER DMOS

c. DAILY DUTIES AND SCOPE　　　*(To include, as appropriate, people, equipment, facilities and dollars)*

.

d. AREAS OF SPECIAL EMPHASIS　　　　The purpose of this block is for the rater to communicate to the NCO which events, such as inspections or exercises, etc., that the rated NCO should concentrate his/her efforts.
Enter email addresses for rater, SR, and reviewer here (ex. rater: roy.danger@; s/r:jane.doe@polk.arm

e. APPOINTED DUTIES　　　Unit Mail Clerk, Publications NCO, Unit Reenlistment NCO (if an NCO has made a contribution in one or more areas of appointed duties during the rating period, the rater and/or senior rater should comment in Part IV or V.

f. *Counseling dates from checklist/record*	INITIAL	LATER	LATER	LATER
	011218	020303	020610	020901

NCOER PREPARATION

➤ **Part IVa - NCO Values:**

1. bullet comments **mandatory** for '**NO**' entries.

2. precede all comments with small 'o' (**bullets do not require capitalization or punctuation**)

PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS	(Rater)		

a. **ARMY VALUES.** *Check either "YES" or "NO". (Comments are mandatory for "No" entries; optional for "Yes" entries.)*

		Yes	No
V **L**oyalty **Duty** **R**espect **S**elfless-Service **A** **L** **H**onor **U** **I**ntegrity **P**ersonal Courage **E** **S** +	1. **LOYALTY:** Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and other soldiers.	X	
	2. **DUTY:** Fulfills their obligations.	X	
	3. **RESPECT/EO/EEO:** Treats people as they should be treated.	X	
	4. **SELFLESS-SERVICE:** Puts the welfare of the nation, the Army, and subordinates before their own.	X	
	5. **HONOR:** Lives up to all the Army values.	X	
	6. **INTEGRITY:** Does what's right - legally and morally.	X	
	7. **PERSONAL COURAGE:** Faces fear, danger, or adversity (physical and moral).	X	
	Bullet comments		

o **rater will address each of the seven values by placing an 'X' (typed, handwritten or by computer) in either the 'YES' or 'NO' box**
o **bullet comments are mandatory for 'NO' ratings and must be specific**
o **bullet comments are optional for 'YES' ratings - but encouraged to address NCO's strongest values**

DA Form 2166-8   REPLACES DA FORM 2166-7, SEP 87, WHICH IS OBSOLETE   USAPPC V1.00

NCOER PREPARATION (cont'd)

➢ **Parts IVb-f - NCO Responsibilities:**

  1. Rater accurately articulates NCO's performance, accomplishments, & contributions.

  2. Boards look for clear, concise bullets.

  3. bullet comments mandatory for ('excellence', ('needs

NCOER PREPARATION

Parts Vc-e - Overall Performance/Potential (Senior Rater).

1. Must address POTENTIAL - may address performance.
2. Place strongest bullet up-top.
3. Be clear and to the point.
4. Senior rater's box marks are independent of the rater's.

PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER . Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST FULLY CAPABLE MARGINAL

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

List up to three (at least 2) positions at the current or next grade

e. SENIOR RATER BULLET COMMENTS

o comments are mandatory and should address potential for promotion and higher level schooling and positions, but may also address performance and/or evaluation rendered by rater

o if minimum rating time not met, enter "Senior Rater does not meet minimum qualifications" & parts Vc and d will not be completed

o marginal ratings given by the rater, and fair or poor ratings in part Vc and d must be addressed by the senior rater

o enter bullets that correspond to the box checks in Vc and Vd ; a "2" or "3" rating would not equal the bullet "promote now"

c. SENIOR RATER. Overall performance

X

1	2	3	4	5
Successful			Fair	Poor

d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility.

X

1	2	3	4	5
Superior			Fair	Poor

1ST PERSONNEL COMMAND

Support Points of Contact

- www.ncoer.com - Appeal guidelines; Chat room.

- www.erec.army.mil - Appeal guidelines.

- www.erec.army.mil/wrs/default.htm - NCOER dates.

- NCOER/Commander's Inquiry (314) 221-8009.

- NCOER Appeals (314) 221-6914.

- **1PC Help Desk 379-7845 / 6446.**

   Your local Personnel Detachment Evaluation Section.

- See NCO Preparation Guide posted online for more detailed instructions on preparing evaluation reports:

www.perscom.army.mil/select/ncoer.htm.

ENLISTED & JUNIOR OFFICER PROMOTIONS

- ➢ **Semi Centralized**
- ➢ **Board Appearance.**
- ➢ **Promotion Board.**
- ➢ **Memorandum of Responsibility.**
- ➢ **Reevaluations.**
- ➢ **Eligibility and Criteria.**
- ➢ **Decentralized Promotions**
- ➢ **Advancement to PV2, PFC & SPC.**
- ➢ **Denied Advancement.**
- ➢ **PV2 and PFC Computation.**
- ➢ **SPC Computation.**

REFERENCES

➢ **Revised AR 600-8-19, dated 20 January 2004**

- **Available on-line at:**
www.usapa.army.mil

**or
ftp://pubs.army.mil/pub/epubs/pdf/r600_819.pdf**

SEMI CENTRALIZED

- AAA-294 Unit Enlisted Promotion Report generated by BNS1 the 1st duty day of the month.
- Identifies soldiers fully eligible and eligible with waiver for promotion recommendation.
- TIS/TIMIG may be waived by the commander.
- Commander circles "YES" or "NO", initials each entry and signs report.
- Return to BNS1 NLT the 5th working day.

1ST PERSONNEL COMMAND

AAA-294

FOR OFFICIAL USE ONLY

PD 20010707   PCN AAA-294   SCP P04-06-00   CD 20010707 SC

UIC: WH6SAA   DATE SUSPENSE DUE

UNIT ENLISTED PROMOTION REPORT

			CURRENT							PHY	PROMO
NAME	SSN	MOS	RANK	BASD	TIS	DOR	TIG	PSS	CAT	ACTION	

SGT ELIGIBLES

NAME	SSN	MOS	RANK	BASD	TIS	DOR	TIG	PSS	CAT	ACTION	
BOUDREAUX MARK	334-23-4532	75H	SGT	19910610	102	19970401	33	F	A	YES	NO
GRIER JAMES	057-43-8756	71L	SGT	19991023	106	19980801	17	F	A	YES	NO

SGT ELIGIBLES WITH TIS/TIG WAIVER

NAME	SSN	MOS	RANK	BASD	TIS	DOR	TIG	PSS	CAT	ACTION	
COTE HUGO IVAN	345-98-7762	92G	SGT	19940525	67	19970501	32	F	A	YES	NO
JORDAN DONNA M	563-45-9833	63B	SGT	19930730	77	19981101	14	Y	A	YES	NO

I. M. INCHARGE   DATE:

CPT, AG

Commanding

BOARD APPEARANCE

➢ Time Requirement for Board Appearance

CPL/SPC: (PZ) 34 months TIS and 6 months TIMIG

            (SZ) 16 months TIS and 4 months TIMIG

SGT: (PZ) 82 months TIS and 8 months TIMIG

            (SZ) 46 months TIS and 5 months TIMIG

INITIAL RECOMMENDATION FOR PROMOTION

➢ **Weapons qualification, current APFT data and duty performance evaluation**

➢ BNS1 will schedule the soldier for the next promotion board.

➢ BNS1 obtains unit commander's signature and forwards request to PD NLT 10th day preceding the board month.

➢ PD Completes the DA Form 3355.

1ST PERSONNEL COMMAND

MAXIMUM POINTS

- **MILITARY TRAINING (MAXIMUM 100 points)**

- **DUTY PERFORMANCE (MAXIMUM 150 points)**

- **AWARDS (MAXIMUM 150 points)**

- **MILITARY EDUCATION (MAXIMUM 200 points)**

- **CIVILIAN EDUCATION (MAXIMUM 100 points)**

- **TOTAL ADMINISTRATIVE (MAXIMUM 400 points)**

- **TOTAL BOARD (MAXIMUM 150 points)**

- **TOTAL PROMOTION (MAXIMUM 800 points)**

1ST PERSONNEL COMMAND

MAXIMUM POINTS

➢ **MILITARY TRAINING (Maximum 100 points)**

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 5 USC, Section 301.
PRINCIPAL PURPOSE:	To determine eligibility for promotion.
ROUTINE USES:	Reviewed to determine promotion eligibility and validity of points granted.
DISCLOSURE:	The furnishing of fraudulent information may result in denial of promotion.

3. NAME	4. SSN	5. RECOMMENDED GRADE
PIERPOINT, PATRICK J.	000-00-0000	SSG

6. ORGANIZATION	7. PMOS
HHC, 109TH MI BATTALION	19D3

SECTION A - RECOMMENDATION

MILITARY TRAINING (Maximum 100 Points)

a. LATEST APFT DATE (YYYYMMDD)	b. SCORES				c. POINTS AWARDED
	PUSH-UPS	SIT-UPS	RUN	TOTAL	
20000212	92	88	100	280	35

d. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD)	e. DA FORM USED:	f. TOTAL HITS	g. POINTS AWARDED
19991117	DA 3595-R	38	48

h. TOTAL POINTS AWARDED	
	83

2. DUTY PERFORMANCE EVALUATION (Maximum 150 Points Award 1-30 Points For Each Category)

CATEGORY	POINTS AWARDED
a. COMPETENCE: Proficient, Knowledgeable, Communicates Effectively	30
b. MILITARY BEARING: Role Model, Appearance, Confidence	28
c. LEADERSHIP: Motivates Soldiers, Sets Standards, Mission, Concern	30
d. TRAINING: Individual and Team, Shares Knowledge and Experience, Teaching	29
e. RESPONSIBILITY AND ACCOUNTABILITY: Equipment, Facilities, Safety, Conservation	29
f. TOTAL POINTS AWARDED	146

I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manuals.

1ST PERSONNEL COMMAND

➤ **DUTY PERFORMANCE (Maximum 150 points)**
➤ **AWARDS (Maximum 100 points)**

h. TOTAL POINTS AWARDED		83

DUTY PERFORMANCE EVALUATION *(Maximum 150 Points Award 1-30 Points For Each Category)*

CATEGORY	POINTS AWARDED
a. COMPETENCE: Proficient, Knowledgeable, Communicates Effectively	30
b. MILITARY BEARING: Role Model, Appearance, Confidence	28
c. LEADERSHIP: Motivates Soldiers, Sets Standards, Mission, Concern	30
d. TRAINING: Individual and Team, Shares Knowledge and Experience, Teaching	29
e. RESPONSIBILITY AND ACCOUNTABILITY: Equipment, Facilities, Safety, Conservation	29
f. TOTAL POINTS AWARDED	146

I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manuals.

3. SIGNATURE OF COMMANDER	4. TYPED OR PRINTED NAME AND GRADE	5. DATE *(YYYYMMDD)*
David Petano	DAVID PETANO, CPT	20000407

SECTION B - ADMINISTRATIVE POINTS

AWARDS, DECORATIONS AND ACHIEVEMENTS *(Maximum 100 Points. List all awards individually. Include award number (i.e. 3rd OLC) and the order number.)*

ARCOM, 99-023	20				
AAM (1OLC), 98-111	15				
AAM, 97-212	15				
Cert of Ach, 19970325	5				
Cert of Ach, 19960212	5				
Cert of Ach, 19940117	5				
Div Level Sldr of Qtr, 19931010	15				

TOTAL POINTS AWARDED	80

1ST PERSONNEL COMMAND

- ➢ **MILITARY EDUCATION (Maximum 200 points)**
- ➢ **CIVILIAN EDUCATION (Maximum 100 points)**

SECTION B - ADMINISTRATIVE POINTS *(Continued)*

2. MILITARY EDUCATION *(Maximum 200 Points. List all military education.)*

BNCOC	24	ACCP 200 CH	40
PLDC	16		
Airborne	12		
Air Assault	8		
COT – Cbt Lifesaver	4		
COT – Drv Tng	4		

TOTAL POINTS AWARDED → 108

3. CIVILIAN EDUCATION *(Maximum 100 Points. List all civilian education.)*

CTC	6	
U of MD	68	
Ed Improv(College Deg)	10	
CLEP	45	

TOTAL POINTS AWARDED → 100

I certify that the above administrative points shown have been accurately extracted from appropriate records and that the promotion points indicated are correct.

4. TYPED OR PRINTED NAME OF RESPONSIBLE OFFICIAL	5. DATE *(YYYYMMDD)*	6. SIGNATURE OF RECOMMENDED INDIVIDUAL *(Required)*	7. DATE *(YYYYMMDD)*
SHARON GREEN, SSG	20000422	*Patrick J. Pierpont*	20000515

SECTION C - TOTALS

Only whole numbers will be used in awarding promotion points for all sections (drop fractions). Only initial and total reevaluations require submission of DA From 3355. Administrative reevaluations and adjustments are submitted on DA Form 4187 and annotated in the Eval/Adj column.

1. POINTS GRANTED

ITEM	INITIAL *(Date)*	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*	EVAL/ADJ *(Date)*
	20000515					
a. TOTAL PERFORMANCE EVALUATION AND MILITARY TRAINING POINTS - SECTION A *(Maximum 350 points)*	229					

- **TOTAL BOARD** **(Maximum 150 points)**
- **TOTAL PROMOTION** **(Maximum 800 points)**

SHARON GREEN, SSG   20000422   20000515

SECTION C - TOTALS

Only whole numbers will be used in awarding promotion points for all sections (drop fractions). Only initial and total reevaluations require submission of DA From 3355. Administrative reevaluations and adjustments are submitted on DA Form 4187 and annotated in the Eval/Adj column.

1. POINTS GRANTED

ITEM	INITIAL (Date) 20000515	EVAL/ADJ (Date)	EVAL/ADJ (Date)	EVAL/ADJ (Date)	EVAL/ADJ (Date)	EVAL/ADJ (Date)
a. TOTAL PERFORMANCE EVALUATION AND MILITARY TRAINING POINTS - SECTION A (Maximum 250 points)	229					
b. TOTAL ADMINISTRATIVE POINTS - SECTION B (Maximum 400 points)	288					
c. TOTAL BOARD POINTS (Maximum 150 points)	147					
d. TOTAL PROMOTION POINTS (Maximum 800 points)	664					
2. INITIALS OF RESPONSIBLE PSB OFFICIAL	SG					

← **ADMINISTRATIVE POINTS**
← **TOTAL BOARD POINTS**
← **TOTAL PROMOTION POINTS**

SECTION D - CERTIFICATION

I certify that the above total points shown have been accurately extracted from appropriate records and promotion list points indicated are correct.

1. RECOMMENDED BY BOARD	2. ATTAINED MINIMUM POINTS
[x] YES [ ] NO	[x] YES [ ] NO

3. TYPED OR PRINTED NAME AND SIGNATURE OF BOARD RECORDER	4. GRADE	5. DATE (YYYYMMDD)
JASON RICHARDS	CPL	20000515

I certify that the soldier has been recommended for promotion by a valid promotion board.

6. TYPED OR PRINTED NAME OF PROMOTION AUTHORITY	7. SIGNATURE	8. DATE PROCEEDINGS WERE APPROVED (YYYYMMDD)
LISA A. ADCOCK, LTC		20000515

Counseling statement: I have been counseled on my promotion status and deficiencies. (Use only when recommendation is disapproved, when a soldier is not selected by a board, or when a soldier cannot be added to the recommended list due to not attaining the minimum required points).

9. SIGNATURE OF SOLDIER	10. DATE (YYYYMMDD)	11. TYPED OR PRINTED NAME AND SIGNATURE OF COUNSELOR

DA FORM 3355, JUN 2000   Page 2 of 2   USAPA V1.00

PROMOTION BOARDS

➢ Invalid if conducted after the 15th of the mont

➢ President of the board cannot be a 1SG/MSG(P)

➢ Board recorder signs the DA Form 3357.

➢ Points with fractions will be rounded down.

➢ **Minimum points after board appearance:**

- **Competing for SGT: 350 points**
- **Competing for SSG: 450 points**

MEMORANDUM OF RESPONSIBILITY

➤ BNS1 Prepares; signed by soldier after the board.

➤ States the soldier's responsibilities in the semi-centralized promotion system.

- Soldier will initial the Recommended List monthly

- Report discrepancies to CDR/BNS1 immediately

- Submit promotion actions by the established suspense date (PD established)

➤ Becomes permanent part of promotion packet

REEVALUATIONS

➢ **"THE ONLY WAY A SOLDIER CAN ADD POINTS TO THEIR PROMOTION PACKETS"**

➢ **ONLY TWO TYPES AUTHORIZED**
    * ADMINISTRATIVE REEVALUATION
    * TOTAL REEVALUATION

MEETING THE CUT-OFF

➢ **THE PD WILL CHECK:**
- **EDAS BY-NAME LIST**
- **PROMOTION PACKET**
- **NCOES REQUIREMENT**
- **SERVICE OBLIGATION**
- **CURRENT APFT**
- **CURRENT WEAPON**

DECENTRALIZED PROMOTIONS

- Enlisted advancement report AAA-117.
- A three part report generated on the first duty day of the month.

- Identifies soldiers eligible for advancement during the following month.

- Resolve any errors and advance eligible soldiers.

- Annotate newly arrived/departed soldiers.
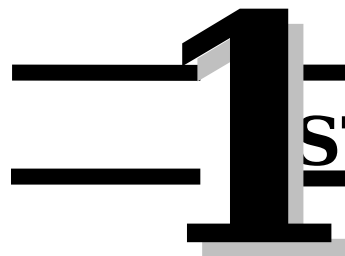
1ST PERSONNEL COMMAND

AAA-117

PD 19991207   PCN AAA-117   SCP P04-06-00   CD 19991207

UIC: WH6SAA   PROJECTED MONTH: 0001   DATE SUSPENSE DUE:

UNIT ENLISTED ADVANCEMENT REPORT

NAME	SSN	CURRENT MOS	RANK	BASD	TIS	DOR	TIG	PSS	PHY CAT	ADVAN ACTION
PFC ELIGIBLE PROJECTED MONTH										
CRON MICHELLE	335-63-7882	74C	PFC	19971008	27	19981008	15	F	A	YES
PFC ELIGIBLE WITH TIS/TIG WAIVER PROJECTED MONTH										
RAMIRO PABLO	585-98-3352	92Y	PFC	19980106	23*	19990514	7	F	A	YES
PFC NOT ELIGIBLE										
SPEARS CLIFFORD	024-56-3325	71L	PFC	19980520	19	19980520	19	Y	B	WEIGHT-

I. M. INCHARGE   DATE:

CPT, AG

Commanding

1ST PERSONNEL COMMAND

AAA-117

➢ Battalion Roll-up concept (SPC promotions).

➢ Exceptions are units that do not fall under a battalion (separate companies/detachments).

➢ Company Commander circles "YES" or "NO" and initials for advancement of SPC, PFC and PV2.

➢ Battalion Commander authenticates the AAA-117 as the reviewing authority.

ELIGIBILITY AND CRITERIA

TIME IN SERVICE

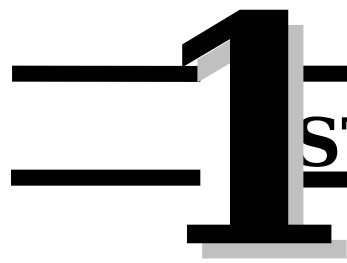|	FULLY WAIVER	
SPC	24(OCT 02)	18
PFC	12	

WAIVER ALLOCATIONS (HQDA)

PV2 4 → 6 → **TIS**

TIME IN GRADE

	FULLY WAIVER	
SPC	6	3
PFC	4	2

WAIVERS (CDR)

PV2 NONE → NONE → **TIG**

DENIED ADVANCEMENT

➢ Must submit a DA Form 4187 to deny prior to the <u>20th</u> day of the preceding month.

➢ The DA Form 4187 (not a DA Form 268) will

   be used to initiate flag code "PA" in eMILPO

➢ Flag must be closed using flag code "PD"

   NLT the second working day after the

PV2 / PFC COMPUTATION

YOUR UNIT'S TOTAL ASSIGNED PFCs = 55

HQDA % = 20%

WAIVER 11.0

ALLOCATIONS = 11
(Round down)

X

1

SUBTRACT STEP 2 FROM STEP 1.

Step 1: **11**

Step 2: **- 8**

3

3

DETERMINE THE NUMBER OF PFCs ASSIGNED WITH LESS THAN 12 MONTHS TIME IN SERVICE AS OF THE PROMOTION MONTH

2

SPC COMPUTATION

3

1

BATTALION'S

TOTAL AUTHORIZED

E-4s   = 104

HQDA %   X   = 17%

WAIVER   17.68

ALLOCATIONS = 17

(Round down)

1

2

DETERMINE THE NUMBER OF SPCs or CPLs ASSIGNED WITH LESS THAN 24 MONTHS TIME IN SERVICE AS OF THE PROMOTION MONTH

2

SUBTRACT STEP 2 FROM STEP 1.

Step 1:   17

Step 2: -17

0

CW2/1LT PROMOTIONS

- ➤ 1 AUG 03, WEB BASED PROGRAM
- ➤ BN CDR RESPONSIBILITIES
  - ACCESS PROGRAM AND PROCESS PROMOTIONS
  - ASSIGN UP TO 3 AUTHORIZED REPRESENTATIVES
- ➤ AUTOMATES PROCESSES
  - APPROVAL
  - DOR
  - ORDERS
- ➤ MANUAL PROCESS FOR DISAPPROVED PROMOTIONS
- ➤ ORDERS DISTRIBUTED VIA DASO, TOPMIS II

SPONSORSHIP GATEWAY TO EUROPE
S-GATE

➢ **General Information.**

➢ **Responsibilities.**

➢ **S-GATE.**

➢ **How S-Gate Works.**

SPONSORSHIP GATEWAY TO EUROPE
S-GATE

➢ **References:**

 a. AR 600-8-8, The Total Army Sponsorship Program, 3 April 2002.

 b. USAREUR Reg 600-8-8, USAREUR Sponsorship Program, 30 May 2003

c. USAREUR Reg 612-1, Community Central In-Outprocessing, 9 March 1995

SPONSORSHIP

General Information:

➢ Newly assigned personnel and their families develop their first impressions of the unit and installation based on how well they are received.

➢ USAREUR inprocessing program helps newly assigned soldiers, civilian employees, and family members complete inprocessing requirements in a timely manner.

➢ The intent is to ensure that all new arrivals meet:

    a. Administrative requirements.

    b. Complete fundamental training requirements.

    c. Receive a briefing on soldier and family support programs.

    d. Introduction to the host-nation culture and language.

SPONSORSHIP

Responsibilities:

➢ Commander, 1ˢᵗ PERSCOM will:

 a. Make pinpoint assignments for incoming soldiers.

 b. Make pinpoint assignments for advanced individual training soldier at least 60 days before their expected arrival date.

 c. Use the S-Gate, the Enlisted Distribution Assignment System, and EMILPO to notify units of incoming soldiers.

➢ Commander, 64ᵗʰ Replacement Company will:

 a. Enter information of newly arrived soldier and family member in the USAREUR Personnel Database (UPD).

 b. Provide transportation from 64ᵗʰ Replacement to gaining communities.

 c. Arrange for billeting and meals for soldiers and their family members requiring overnight stay.

SPONSORHIP-GATEWAY (S-GATE)

> **S-GATE:**

a. A tool used by all command to manage the sponsorship program.

b. Commands will assign sponsor using S-GATE regardless of whether or not communication has been received from an incoming soldier.

c. Sponsor will use S-GATE for sponsorship training and correspondence with incoming soldier.

d. S-Gate is a toll and cannot replace the human quality of sponsorship.

e. Lasting impressions are greatly determined by how well soldiers and family members are received and treated by their sponsor and units during inprocessing.

1ST PERSONNEL COMMAND

SPONSORHIP-GATEWAY (S-GATE)

How S-GATE works:

➢ Battalion S-1 will request a password for each Battalion Sponsorship Manager.

➢ Enter the S-GATE web page at:

htpp://www.1perscom.army.mil/PSSD/S-Gate/S-Gate%20Web%20Page/Default.htm

➢ Click o